

RITA HAWA

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EXPERIENCE

shareQ NGO – ProAble Program, Lebanon.

Employment Coordinator | November 2018 – Present

- Handling the internal recruitment process for all available vacancies.
- Matching People with Disabilities and vulnerable youth/women with job openings.
- Undertaking preliminary interviews with beneficiaries.
- Filtering potential candidates and sending their CVs to employers.
- Following up on a continuous basis with companies and candidates regarding the recruitment process and the performance.
- Scheduling "HR Work Inclusion" training with companies and handling evaluation, attendance, and overall training reports.

Pharmacie Hakim, Lebanon.

Indoor Sales Agent | September 2016 – September 2017

- Serving patients.
- Managing customers' transactions.
- Collecting payments.
- Issuing NSSF related documents.

Retail Group, Lebanon.

Indoor Sales Agent | January 2014 – December 2015

- Communicating and understanding customers' needs and requirements.
- Serving clients according to their needs.
- Working to achieve sales targets through various customer-orientation processes.

EDUCATION

- **Bachelor's in Marketing, September 2014 – May 2018**, Holy Spirit University of Kaslik (USEK), Lebanon.

SKILLS

Computer Skills

- Microsoft Office.
- Vtiger CRM.

Languages

- Fluency in Arabic and English.
- Intermediacy in French.

WORKSHOPS AND VOLUNTEERING EXPERIENCE

- **Events and Mission Coordinator**, March 2012 – December 2014, Akhawiyat Al-Shabiba, Lebanon.
- **Leadership and Communication Certification**, October 2014, IDF Al-Akhawiyat, Lebanon.
- **Marketing Tools Certification**, October 2014, Holy Spirit University of Kaslik (USEK), Lebanon.